



STUDENT WEBTRAINING

# PARTICIPATION AGREEMENT

- Please respond promptly to any emails from your alumni .
- Be flexible, they have full time jobs that take first priority.
- Give your alumni sufficient time to respond to your requests.
- Do not meet any alumni in person if it is not a public place.

# INFORMATIONAL CHAT INSTRUCTIONS

*This is meant to be fun and hopefully informative,  
it is not a job interview so first and foremost relax and have fun!*

## Contacting your Eagle Expert

- Be sure to contact your alumni as soon as they agree to your request. You need to be as accommodating as possible with your Eagle Expert as they have full time jobs and are conducting many info chats in some instances.
- Give them time to respond, they may be busy or on the road so it may take a few days.
- Once you have requested your Eagle Expert and have been accepted by them, you will receive an email notification that includes their contact info. We encourage you to contact your Eagle Expert through the Xinspire platform so we can track your communications.



# INFORMATIONAL CHAT INSTRUCTIONS

## Conducting your meeting

- The most common option is to conduct your chat by phone or video call, but if they are close by, you could meet them for coffee at a public place, visit them at their place of work or even meet on the BC campus, if they prefer.
- Plan on having about a 30 to 45 minute conversation, that is typically the average, but there are always exceptions
- Be prepared that your Eagle Expert may need to reschedule, they typically have a lot less control over their schedules than college students.

# INFORMATIONAL CHAT INSTRUCTIONS

## What to wear

- In terms of attire: dress business casual, if you are going to their place of work then you should inquire about the dress code.

## What to ask

- Have questions prepared, see the end of this manual for sample questions. This is designed to be a fluid conversation and should not feel scripted, but have questions ahead of time to keep the chat moving.

## Follow up

- Send a Thank You note! Email is fine, handwritten if you prefer. The most important thing is to thank them for their time, and send it within 48 hours.

# INFORMATIONAL CHAT QUESTIONS

Select questions that are appropriate for your target career field and stage of decision-making. You can ask about such topics as the nature of a person's work, how to get started in the field, or effective approaches for the job search. Use some of the following questions or make up your own.

# INFORMATIONAL CHAT QUESTIONS

- What are your main responsibilities as a...?
- What is a typical day (or week) like for you? Is there such a thing?
- What do you like most about your work?
- What do you like least about your work?
- What kinds of problems do you deal with?
- What kinds of decisions do you make?
- How does your position fit within the organization/career field/industry?
- How does your job affect your general lifestyle?
- What current issues and trends in the field should I know about/be aware of?
- What are some common career paths in this field?
- What kinds of accomplishments tend to be valued and rewarded in this field?
- What related fields do you think I should consider looking into?
- How did you become interested in this field?
- How did you begin your career?
- How do most people get into this field? What are common entry-level jobs?
- What steps would you recommend I take to prepare to enter this field?
- How relevant to your work is your undergraduate major?
- What kind of education, training, or background does your job require?

# MOCK INTERVIEW INSTRUCTIONS

- Review the video on “How to Ace Your Skype Interview” available under the Resources tab on the Xinspire site.
- If it’s a phone interview, see this article on phone interviews (also available under the Resources tab): [http://www.job-hunt.org/job\\_interviews/telephone-interviews.shtml](http://www.job-hunt.org/job_interviews/telephone-interviews.shtml)

# MOCK INTERVIEW INSTRUCTIONS

*This is meant to give you exposure  
to what a true behavioral interview is, treat it as such!*

## Contacting your Eagle Expert

- You will receive an email with the contact information for your assigned mock interviewer. You will then need to contact them via this contact information or through the Xinspire platform to set up your interview.
- You need to be as accommodating as possible with your Eagle Expert as they have full time jobs and are conducting many interviews in some instances. Give them time to respond, they may be busy or on the road so it may take a few days.
- Once you have confirmed an interview date, send them your resume and a calendar invite via Gmail.

# MOCK INTERVIEW INSTRUCTIONS

## Conducting your meeting

- Your mock interviewer may conduct your interview over-the-phone, via video call or in-person at their place of work or on the BC Campus.
- Plan on having about a 30 to 45 minute behavioral interview. Your interviewer will then take 15 minutes to provide feedback to you on your interview. They will then send a follow up email with additional insights.
- Be prepared that your Eagle Expert may need to reschedule, they typically have a lot less control over their schedules than college students.

# MOCK INTERVIEW INSTRUCTIONS

## What to wear

- In terms of attire: dress business casual, if you are going to their place of work then you should inquire about the dress code.

## What to ask

- Have questions prepared for the end of your interview, sample questions are provided at the end of this manual.

## Follow up

- Send a Thank You note! Email is fine, handwritten if you prefer. The most important thing is to thank them for their time, and send it within 48 hours.

# OPEN-ENDED QUESTIONS

Be prepared for one or two open ended questions:

- Tell me about yourself?
- Walk me through your resume.
  - Make sure to highlight accomplishments and what you learned from the different experiences on your resume.
- Why are you interested in x?
  - X is the company or industry you may have indicated to your alum

# BEHAVIORAL QUESTIONS

*Situation >> Action >> Result*

Have your stories ready for these functional areas:

- Analytical Thinking
- Building Relationships/Communication
- Decision Making
- Difficult team member
- Ethical dilemma
- Failure/Weakness
- Initiative
- Leadership
- Teamwork
- Time Management Schedule
- Working under pressure

# QUESTIONS FOR YOUR EAGLE EXPERT

Have questions prepared for you interviewer. You will always end an interview by getting the question, “What questions do you have for us?”

Do NOT end the interview by not having any questions prepared.

# QUESTIONS FOR YOUR MOCK

- **Don't** ask questions that are easily answered on the company's website or in the job description.
- **Don't** ask questions about salary, vacation, or other benefits until you are offered the job.
- **Do** ask about the rest of their hiring process and timeline before leaving the interview.
- How and when will my performance be evaluated in this job?
- How is success measured in this department or organization?
- How has your career developed at this organization? Would someone entering the firm today have similar opportunities?
- What are the organization's strengths, and what challenges does it face?
- What are your expectations for new hires within their first three to six months on the job?
- Describe the work environment.
- What characteristics does a successful person have in your organization?

# THANK YOU

*For completing this training!*

*Good luck on the Quiz!*